User's Manual

GradeCentral Software Version 1.0

Pathway Innovations and Technologies, Inc.
San Diego, CA 92121
(866) 201-2058 (main) (858) 357-9945 (fax) www.thehovercam.com
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Support

We encourage you to read through this short User's Manual to fully understand GradeCentral functionality. However, if an unexpected incident arises, please call us or submit a support ticket at http://www.thehovercam.com/support/ for a prompt and friendly reply.
When contacting The HoverCam Support, please be sure to tell us your operating system, the HoverCam Model number, the problem you are experiencing, and as much contextual information as possible.
You can alternatively email us at support@thehovercam.com.
You can also call our toll free technical support number at (866) 201-2058.

System Requirements

HoverCam
GradeCentral is intended for use with the HoverCam document camera, specifically the T3, T5, Kudos 3, X500 and X300 models. It will work with all future HoverCam models unless explicitly stated otherwise.
Please ensure that you have read the HoverCam User's Manual and understand it's functionality before using GradeCentral.

What Comes in the Box?

The GradeCentral Software Kit comes with the AccuScan Tray, QuickMount Base, GradeCentral software on CD and all necessary cables. You will need a HoverCam document camera to use GradeCentral (sold separately).

Introduction

GradeCentral Assessment Software makes grading easy. It works by capturing images of marked answer sheets through the HoverCam Document Camera, then performing recognition to identify student answers. Grades are generated immediately after a sheet is dropped into a tray under the camera. Because you can use regular paper or even reusable plastic sheets for tests, it is simple and fast to conduct a test, get the results, and analyze reports immediately. We feel you can cut down grading time to a few minutes and focus more on teaching.

GradeCentral comes with both hardware and software. The GradeCentral kit includes the AccuScan Tray and QuickMount Base for positioning the camera and answer sheets easily. GradeCentral software comes on a CD and must be installed before you can start using this assessment system.

GradeCentral Assessment Software is designed exclusively to be used with the HoverCam series of document cameras. It will not work with other document cameras.

You need an active internet connection in order to use GradeCentral.

Setup

Figure 1A. Be sure the answer sheet is all the way in the corner of the AccuScan Tray. Look at your screen and make sure that the way the HoverCam views the answer sheet is the same way you would read it. You may need to rotate the document to achieve this or simply place the answer sheet in the tray so that the top is on the right side of the HoverCam.

AccuScan Tray

The green piece that comes with GradeCentral is the AccuScan Tray. It is intended to increase grading accuracy and ease. The hook arm on the AccuScan Tray fits into the QuickMount Base when they are used together.

The lights on the AccuScan Tray may be powered by either a USB cable to your computer or by external outlet using the power adapter. Once the light arms on the AccuScan Tray are extended, the lights can be angled to give the best lighting.

Note: The lights on the AccuScan Try and LED light on your HoverCam document camera are optional. The AccuScan Try lights can be enabled or disabled with a small switch on the tray. Four sensors on the AccuScan Tray detect when a new answer sheet has been placed within it.

QuickMount Base

The QuickMount Base attaches to the AccuScan Tray. However, it can be used on its own independent of the tray or GradeCentral. A small ring may be drilled in placed for greater stability. The QuickMount Base is then attached to the ring using a key. The HoverCam document camera slides into the base for stability.
To release the HoverCam from the QuickMount Base, push down on the latch at the back and slide the HoverCam out. It should come out easily. Do not force it.
The QuickMount Base is intended for use only with T3, T5, X300 and X500 HoverCam document cameras.

Anchoring Bumper

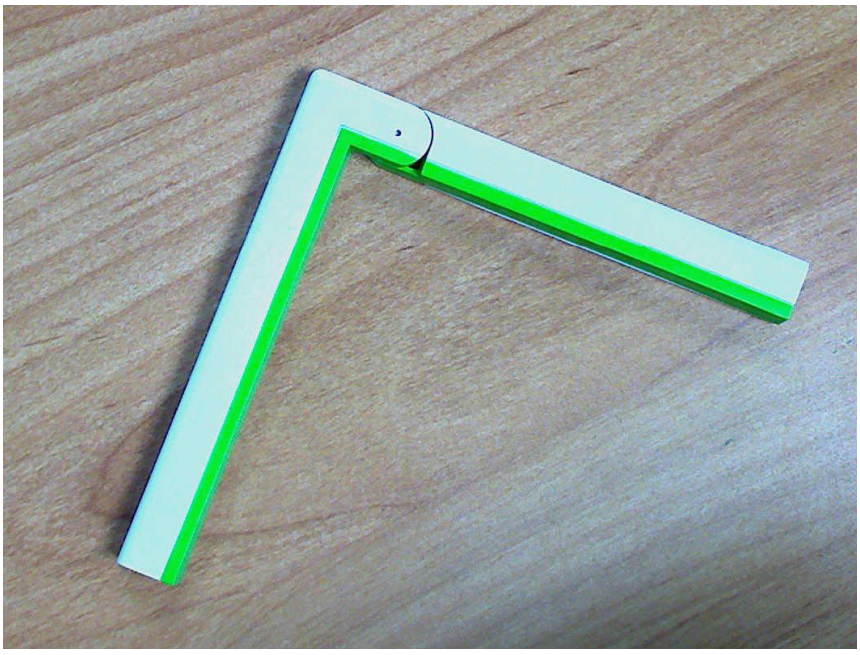


Figure 2A. The anchoring bumper may be used with GradeCentral instead of the AccuScan Tray.

The anchoring bumper may be used with GradeCentral in lieu of the AccuScan Tray.

The anchoring bumper can also be used for Auto-Straightening.

Auto-Straightening

If placed against one corner of a document, it serves as a guide for the software to calculate the amount of skewing of the document image so that the image can be straightened automatically. To do this, position the HoverCam over the positioning mat. Put the bumper against one corner of a document and place both on top of the positioning mat. In HoverCam Flex, check “Use Bumper” and then click on “Auto”. You should have a straightened image with a default sized cropping window. If you would like to fine tune the straightening manually on top, use the slider control or with the “+”/”-“ signs to adjust. Resize or move the cropping window to desirable size or location, then “snap”. You should get a WYSWYG (what you see is what you get) image.

Plugin HoverCam

Plug in your HoverCam document camera before you start GradeCentral. If you have already started GradeCentral and received a message that a valid HoverCam device could not be found, then close GradeCentral and re-open it.
Consult the HoverCam Quick Start Guide or HoverCam User’s Manual for the best way to setup your HoverCam. Lay the mat flat where you intend to scan. Plug the USB cable provided into one of the USB ports on your computer. Plug the other end of the cable into your HoverCam. Unfold the HoverCam arm to begin scanning.

Answer Sheets

Answer sheets may be printed directly through the software or you may purchase re-usable dry-erase answer sheets.

Parts of the GradeCentral Kit

On/Off Switch for Lights
Tray Sensors
QuickMount Base
QuickMount Key
QuickMount Ring

Installation

Insert the GradeCentral disc into your computer’s CD-ROM and follow onscreen instructions.

After installation, you may be prompted to update the software. Please follow the on screen instruction to ensure you are using the latest version of GradeCentral.

To verify you have the most up to date version; click on the version number in the upper right hand corner of the application.

Sign In

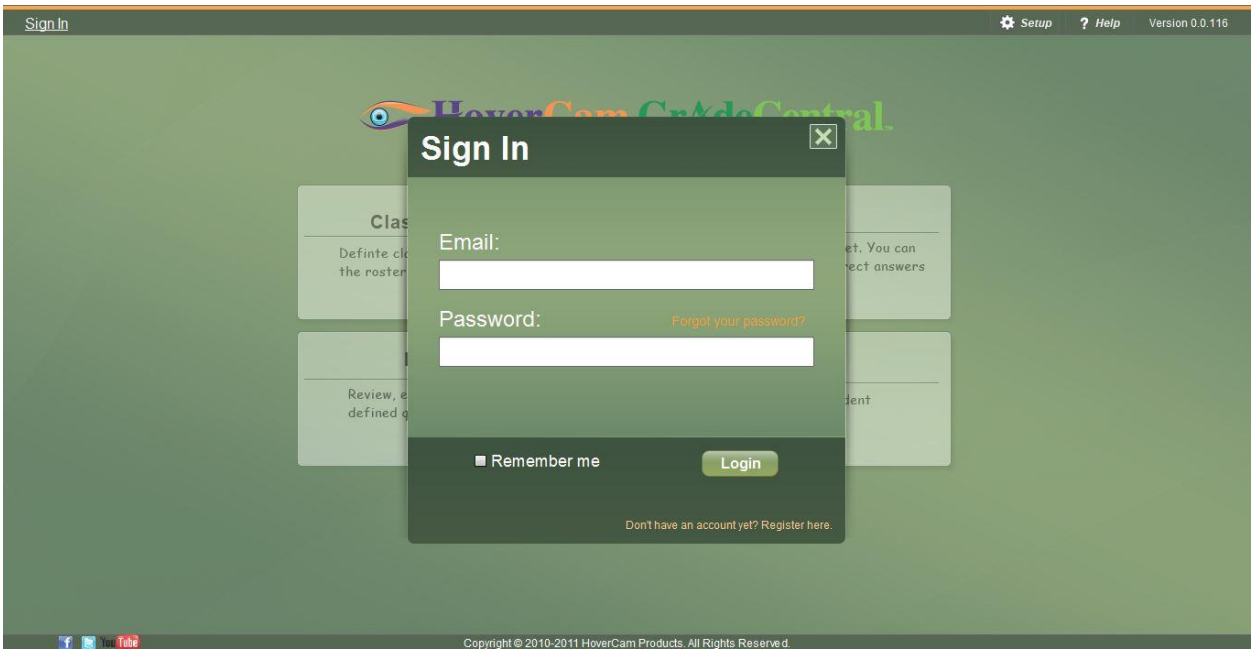
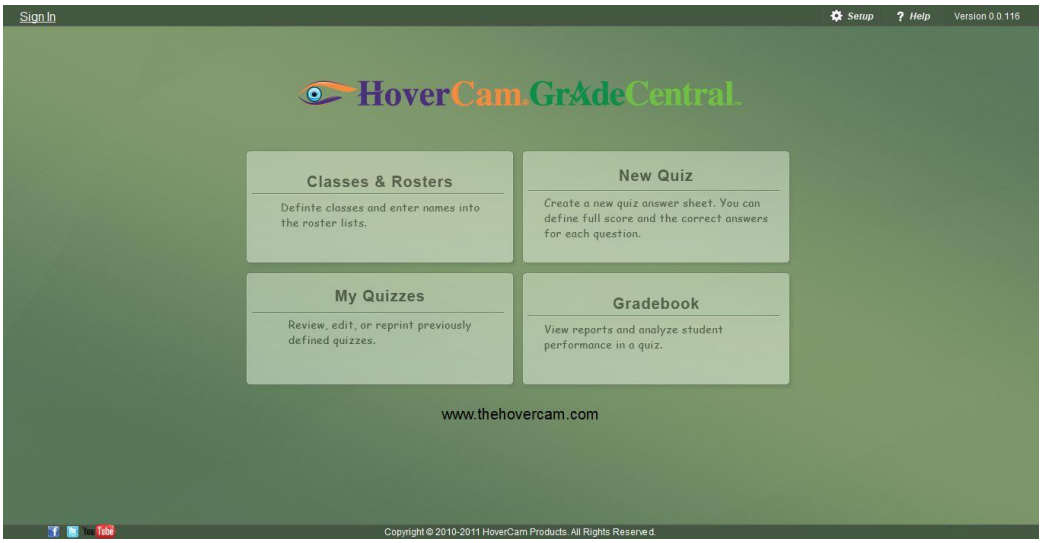


Figure 3A – One login entitles you to create 8 classes with any amount of students and quizzes.

You will need to sign in every time you use GradeCentral. If you do not have a login, when prompted click on the link: “Don’t have an account yet? Register here.” You will then be prompted to create your account.
Please note, each license of GradeCentral is limited to one login. One login is linked to a specific HoverCam document camera and may be used on up to three computers.

Guide Screen


Sign In
Setup
Help
Version 0.0.116
HoverCam GradeCentral
Classes & Rosters
Define classes and enter names into the roster lists.
New Quiz
Create a new quiz answer sheet. You can define full score and the correct answers for each question.
My Quizzes
Review, edit, or reprint previously defined quizzes.
Gradebook
View reports and analyze student performance in a quiz.
www.thehovercam.com
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From the Guide Screen, you can select Class and Rosters, New Quiz, My Quizzes, and Gradebook. In the upper right, are Setup and Help. Setup is where you select which HoverCam device to use.

Class and Rosters

You will first need to enter your classes and students. Under Classes & Rosters, click on the Add a New Class icon to manually create a new class. Once you have a Class, you may add students using the Add a New Student icon at the bottom of the screen.

Alternatively, you can import a CSV (comma separated value) file containing your class information directly to GradeCentral.

New Quiz

Once you have created a Class, you may now create a quiz for that class.

Figure 4A – Quizzes can be built with questions linked to State Standards.

1) Back Button – Return to the Guide Screen.
2) Quiz ID – Every quiz needs its own unique ID.
3) Whole Page Answer Sheet – Toggle to print either half page or whole page answer sheets.
4) Quiz Title – The name of the quiz as it will appear to your students.
5) Scheduled Date – When the quiz will take place.
6) Class – Use this dropdown menu to select the class in which this quiz will take place.
7) Default Score – By default, how much each answer is worth.
8) Answer – In this column, you will set the correct answer: either A, B, C, or D.
9) Score – You may individually change the value of a question by giving it a higher or lower number in the Score column.
10) Standard – In this column, you may select which State Standard is linked to this question by moving your curser over any blank box under standard.

State Standards

GradeCentral includes State Standards compliance for several states and we will have all 50 States along with the national Core Standards.

When building your quizzes, you may specify a matching State Standard for each question in the quiz. This allow for analysis of grade book reports based on knowledge points required by standards. You will be able to answer questions like, “How many students in my class have mastered the XYZ math standard?”

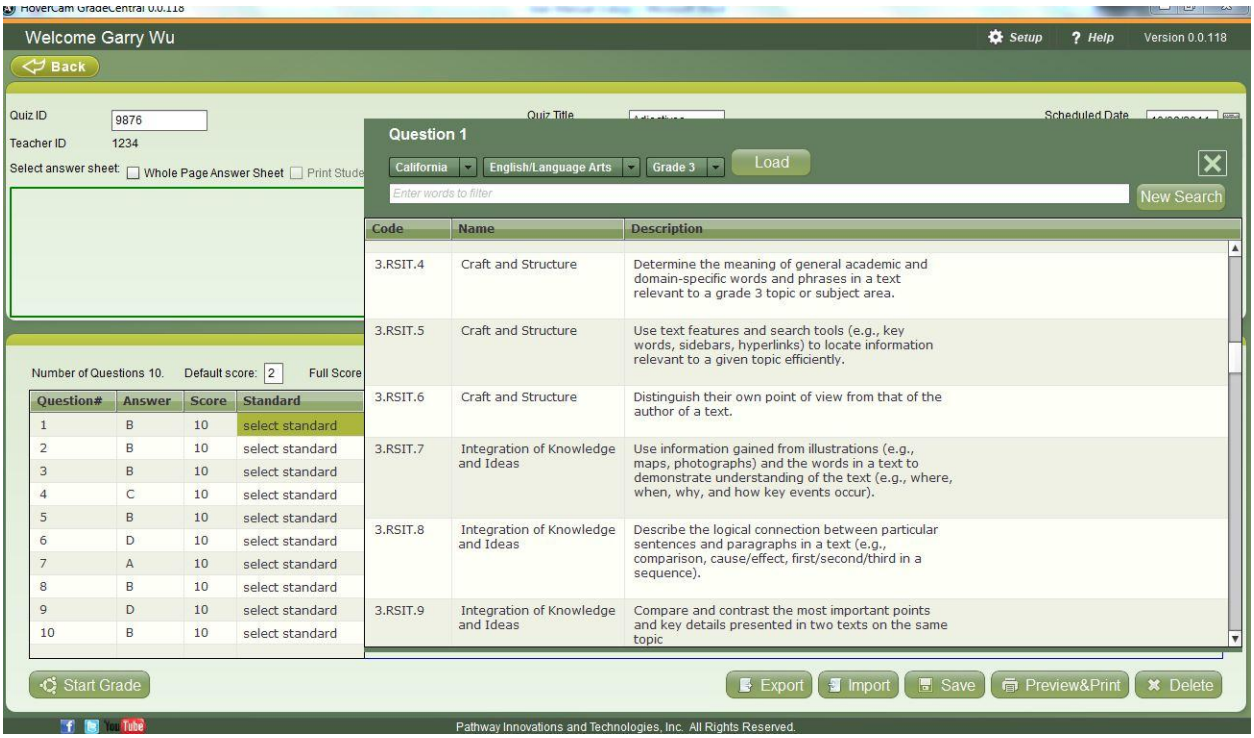
Welcome Garry Wu
Setup
Help
Version 0.0.118
Back
Quiz ID
9876
Teacher ID
1234
Select answer sheet:
Whole Page Answer Sheet
Print Stude
Quiz Title
Scheduled Date
Question 1
California
English/Language Arts
Grade 3
Load
Enter words to filter
New Search
Code
Name
Description
3.RSIT.4
Craft and Structure
Determine the meaning of general academic and domain-specific words and phrases in a text relevant to a grade 3 topic or subject area.
3.RSIT.5
Craft and Structure
Use text features and search tools (e.g., key words, sidebars, hyperlinks) to locate information relevant to a given topic efficiently.
3.RSIT.6
Craft and Structure
Distinguish their own point of view from that of the author of a text.
3.RSIT.7
Integration of Knowledge and Ideas
Use information gained from illustrations (e.g., maps, photographs) and the words in a text to demonstrate understanding of the text (e.g., where, when, why, and how key events occur).
3.RSIT.8
Integration of Knowledge and Ideas
Describe the logical connection between particular sentences and paragraphs in a text (e.g., comparison, cause/effect, first/second/third in a sequence).
3.RSIT.9
Integration of Knowledge and Ideas
Compare and contrast the most important points and key details presented in two texts on the same topic
Number of Questions 10.
Default score:
2
Full Score
Question#
Answer
Score
Standard
1 B 10 select standard
2 B 10 select standard
3 B 10 select standard
4 C 10 select standard
5 B 10 select standard
6 D 10 select standard
7 A 10 select standard
8 B 10 select standard
9 D 10 select standard
10 B 10 select standard
Start Grade
Export
Import
Save
Preview&Print
Delete
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Figure 5A – Click in the Standard column to bring up the Standards Look Up screen.

When you place the mouse cursor over a cell in the quiz definition grid, the Standards Look Up screen will automatically pop up. There is full key word search built-in for fast look up of pre-defined standards.

When you are ready, you may print the answer sheets from this screen. By default, a full page is printed but you can print half page answer sheets to save on paper.

My Quizzes

Figure 6A – Under My Quizzes, you start the grading process.

1) Back Button – Return to the Guide Screen.
2) A list of the quizzes currently in GradeCentral.
3) Start Grading Button – Takes you to the Grading Screen.
4) New Button – Click to create a new quiz.
5) Edit Button – Edit the selected quiz.
6) View Button – View the selected quiz.
7) Gradebook
8) Del Button – Delete the selected quiz.

In order to begin grading, first select the Quiz that you are grading. Then click the “Start Grading” Button to enter the Grading Screen.

Grading Screen

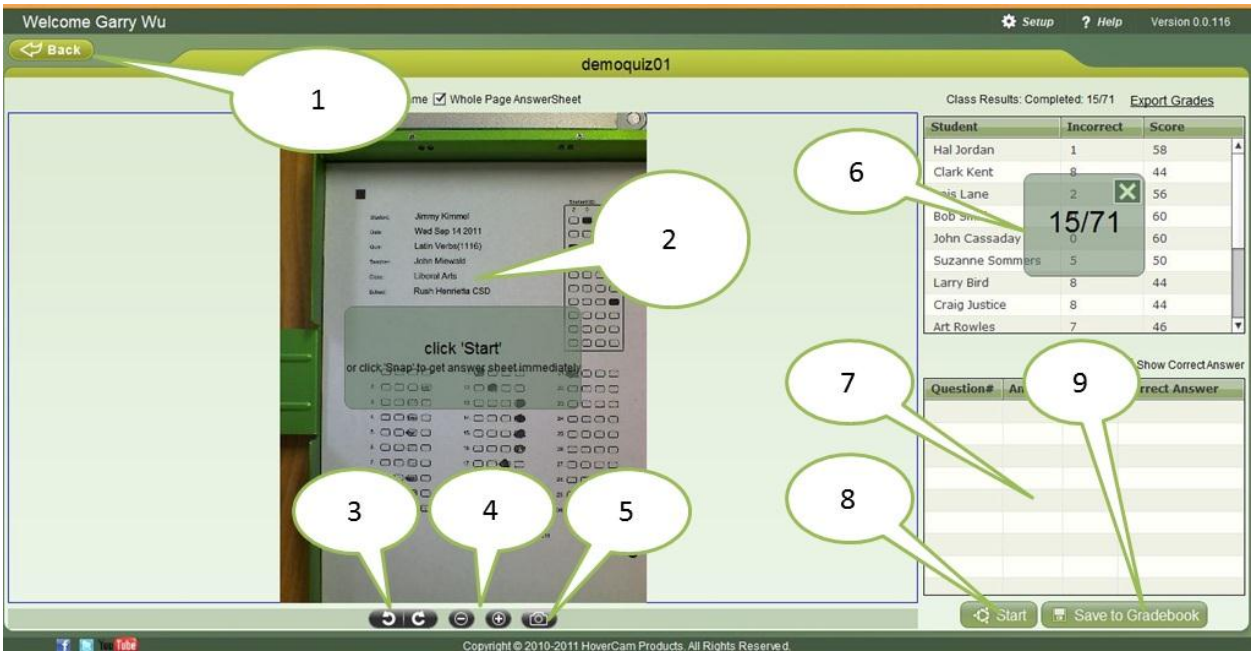

Figure 7A – Make certain you can read the full answer sheet on the Grading Screen and it is in focus.

1) Back Button – Return to the Guide Screen.
2) The answer sheet currently being graded.
3) Rotate Buttons – Rotate the screen to the left or right until the answer sheet is upright.
4) Zoom in/out buttons.
5) Scan Button – Starts grading immediately.
6) Class Statistics – The number of students from this class who have turned in their quizzes and a running tally of their scores.
7) Student Statistics – The grade of the current and his or her answers.
8) Start Button – Puts GradeCentral in Stand By mode. Once it detects an answer sheet has been placed in the AccuScan Tray, it will begin grading.
9) Save to Gradebook Button.

The AccuScan Tray will detect when an answer sheet is placed beneath the HoverCam while in Standby mode. If you are not using the AccuScan Tray, after the "Start" button is pressed, you can manually trigger "scanning" by waving a hand under the camera.

You will see a countdown and then the current answer sheet under the HoverCam will be graded. If you have the option selected, GradeCentral will speak the student's name upon recognizing the Student's ID. This is intended to help both the student and instructor know that the grade is being given to the proper student.

Important Tips:

- The answer sheet image must appear upright in the same way you can read it normally in order for the grading algorithm to work.
- The corner markings (two black squares on top and two black circles on the bottom) must be visible on screen. Slight rotation or shifting is OK.
- When students don't erase markings thoroughly, there is a chance for dubious results.
- Students need to fill each bubble thoroughly and as dark as possible. Ask them to try not to leave too much white space.
- The re-usable plastic answer sheets must be cleaned within 30 minutes after the test. The sooner it is cleaned, the longer it will last.
- The re-usable plastic answer sheet sheets must be cleaned with the sponge eraser at the tip of the dry erase pen provided. Other cleaning substances and devices may damage the answer sheet.
- **Do NOT use any paper towel, napkin, tissue paper/Kleenex or regular paper to rub against the plastic answer sheets.** They will ruin the sheets' surface by leaving permanent coloring.
- When the marks on the plastic answer sheets are too dry to clean, dip the sponge eraser into water. Then wipe the bubbles with a repetitive, circular motion to clean the plastic answer sheets. Again, do NOT use a cleaning agent.
- The lighting fixtures on the AccuScan Tray are designed to shed light from 45 degree angles on each side. To ensure the best grading results make sure that there are no interfering shadows cast over the sheets.

Correction Screen

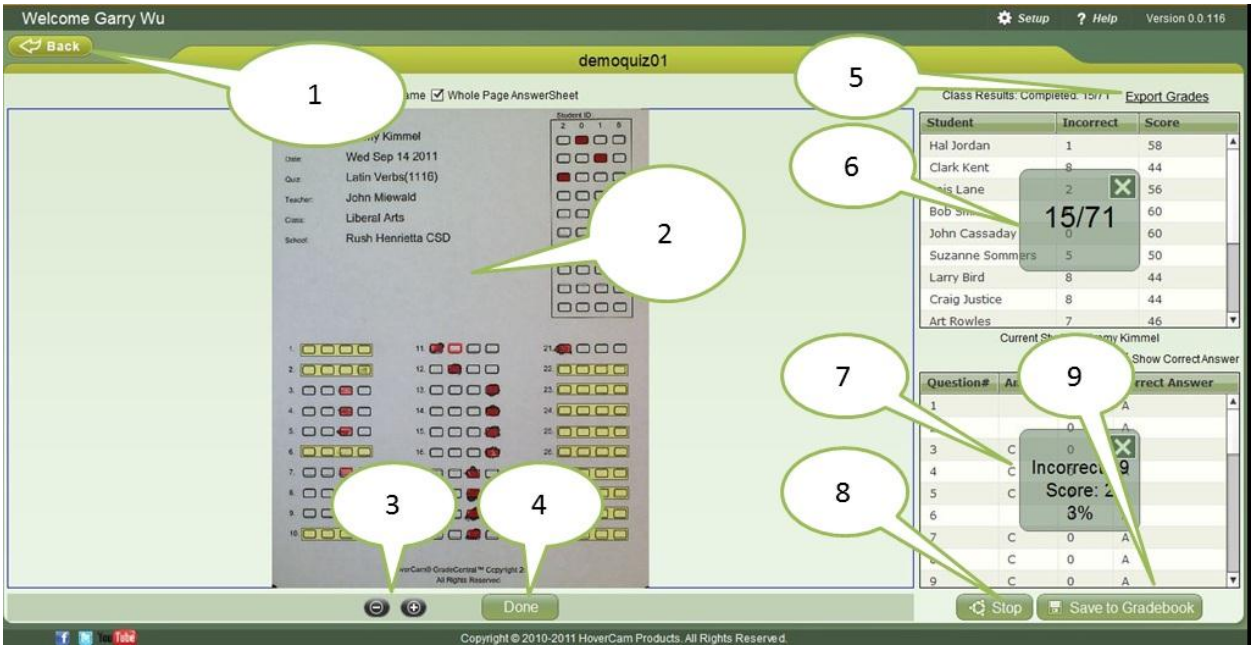

Figure 8A – The Correct Screen appears immediately after grading.

1) Back Button – Return to the Guide Screen.
2) The answer sheet currently being graded.
3) Zoom in/out buttons.
4) Done Button – Click when you are finished making corrections.
5) Export Grades – Generate a CSV file of the current class grades.
6) Class Statistics – The number of students from this class who have turned in their quizzes and a running tally of their scores.
7) Student Statistics – The grade of the current and his or her answers.
8) Stop Button – Stop grading.
9) Save to Gradebook Button.

Once graded, a student's choices appear in red. At this point, a timer counts down approximately 10 seconds. The user may click anywhere on the screen to stop the countdown and modify how GradeCentral has graded the quiz. For example, if a student had mistakenly filled in the incorrect bubble and drew an arrow to another bubble, the user can pause and GradeCentral and select the correct bubble for the student. Once all corrections have been made click "Done", to resume grading.
The results of the current student's quiz will be shown to the right.
When all student grades have been collected, click "Save to Grade Book." If a student has an existing grade for this quiz, the previous grade is overwritten.

Grading Tips

- Be sure that you extend the HoverCam fully. There are black squares in all four corners of the answer sheet which the HoverCam needs to detect in order for GradeCentral to work.
- Put the top of the answer sheet so that it is pointed to the right of the HoverCam. If you look at your HoverCam, the logo has an eye and the word “HoverCam.” The top of your answer sheet should be on the “HoverCam” side of the logo and the bottom on the “eye” side of the logo.
- Lay the answer sheet so that it is aligned with the corners of the AccuScan Tray.
- Ensure that the answer sheet looks correct on your screen. It should be straight as if you were going to read the document on your computer. You may need to rotate it.
- Some writing instruments have reflective ink. If you feel you are getting glare, trying turning off the AccuScan Tray and/or HoverCam LED lights.
- Even and bright ambient lighting in the classroom normally improves the overall recognition results.

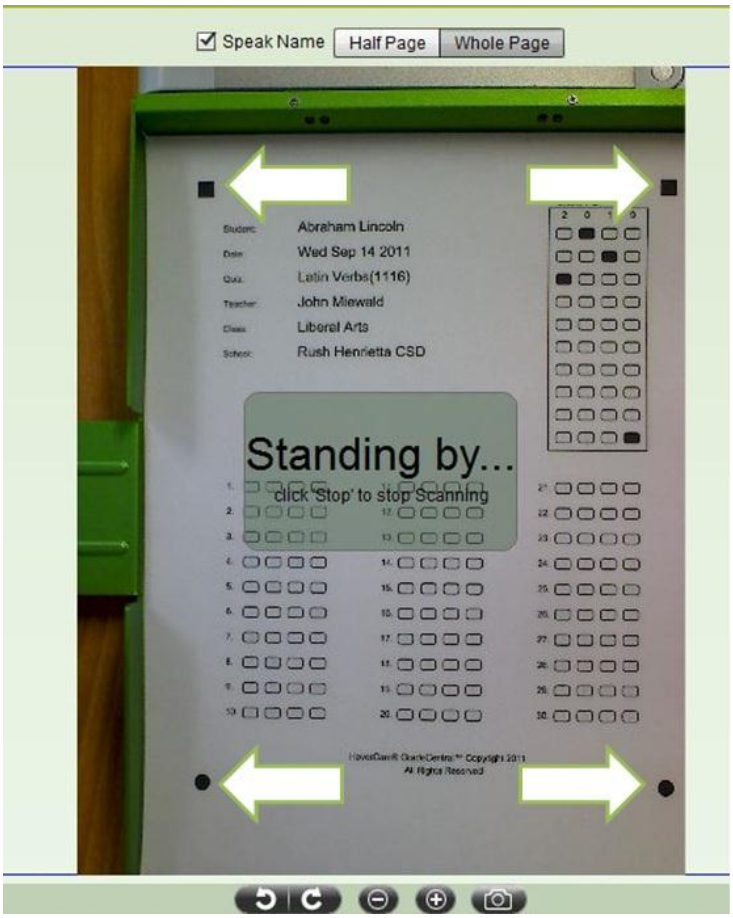

Figure 9A - The shapes in the four corners of the answer sheet must be visible for grading.

Gradebook

In the Gradebook, you can see reports for your classes. You may see reports for an individual student, for the entire class or by State Standard.

Figure 9A - In the Gradebook, you can see the highest and lowest scores for a quiz, the class average, and where a particular student falls.

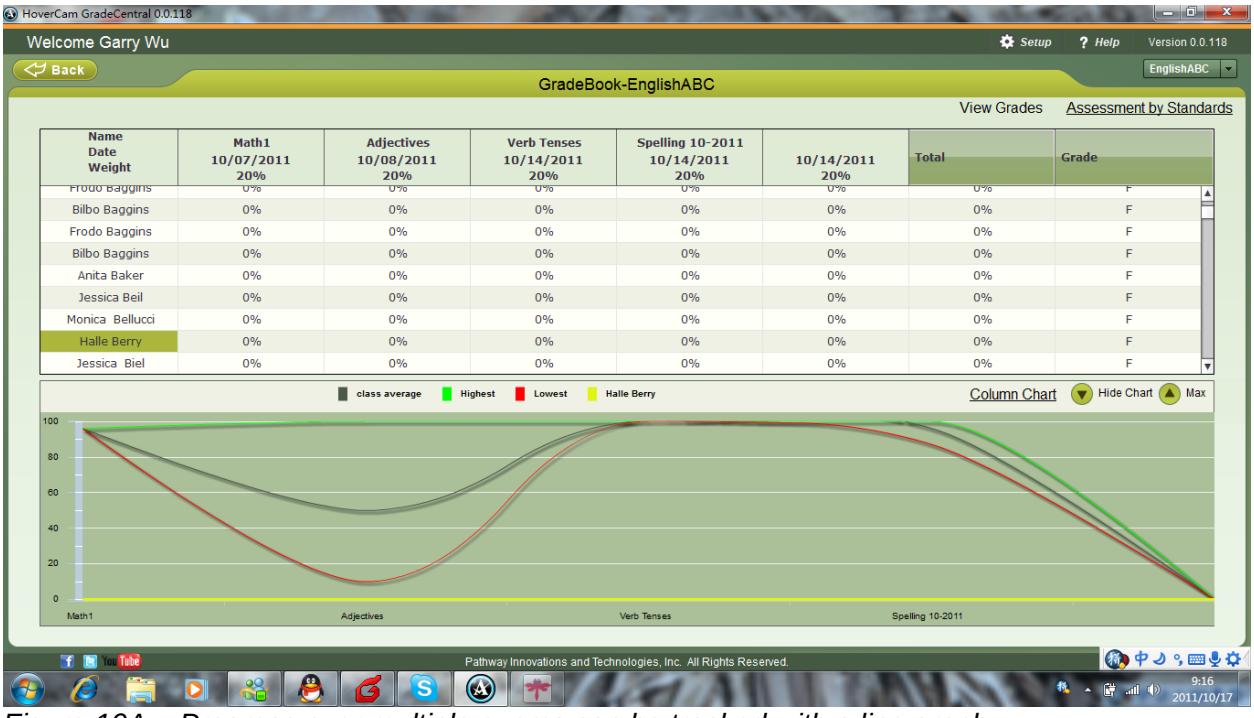

Figure 10A – Progress over multiple exams can be tracked with a line graph.

The user may click on the graphs for greater detail.

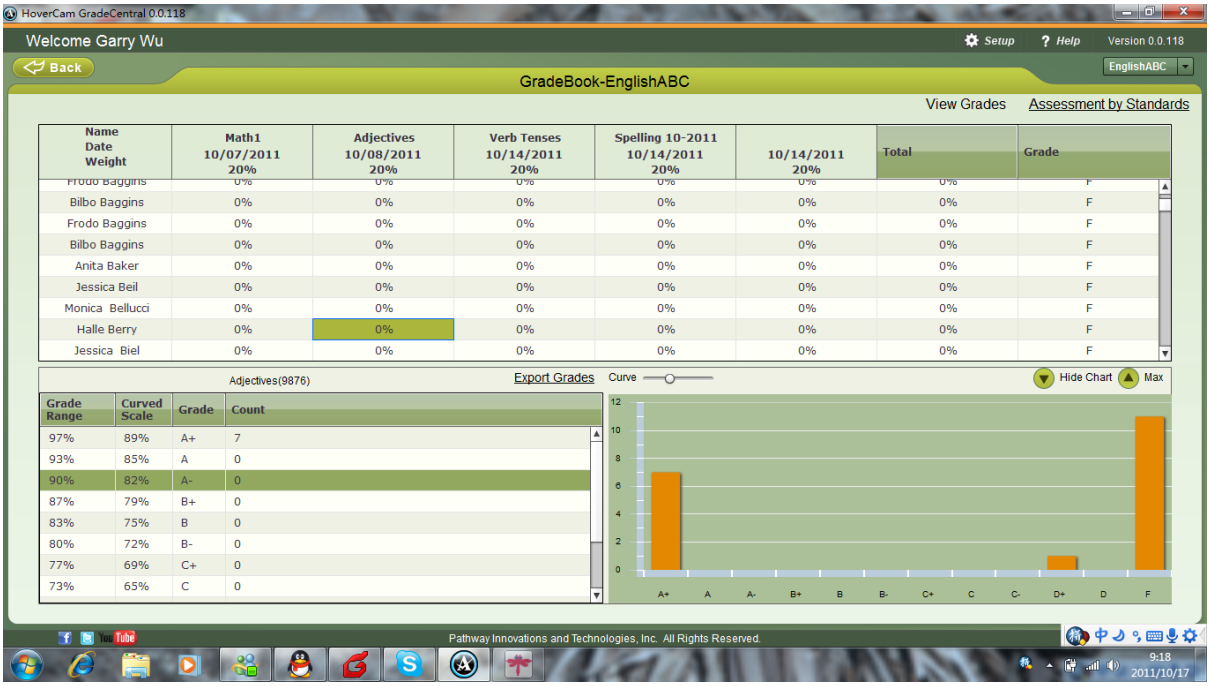

Figure 10A – The user may modify the grading curve through use of a sliding scale.

All grades and scores can be exported into a CSV file for import into the Student Information System of your choice.

Need More Training?

We have HoverCam experts all over the world. If a HoverCam expert is not available in your area, we are more than happy to arrange a web conference to answer your questions and walk you through the use of GradeCentral. Please feel free to contact us at 866.201.2058 if you are interested in live personal training.

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